

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Dawn Anderson – Data Services Bureau Supervisor

ADDRESS: 1420 E. 6th Ave

CITY: Helena

STATE: MT

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DATE OF ANNOUNCEMENT: Friday, January 9, 2015

APPLICATION DEADLINE: Friday, March 6, 2015 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Fish, Wildlife, and Parks GIS Interns

OF POSITIONS: TWO

LOCATION(S): Helena

WORK START/END DATES: May 1 – Aug 31, 2015 (flexible) **HOURS/WEEK:** 30-40

TRAINING/ORIENTATION DATES: Upon start

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

Pay rate: \$10 / hr

Position will be based in Helena.

Vehicle and per diem provided if travel is required. All equipment necessary to perform the responsibilities of the position will be provided.

POSITION DESCRIPTION:

This advertisement is for two geographic information system (GIS) intern positions with Montana Fish, Wildlife and Parks (FWP). One intern is needed to assist the Wildlife Division and the other is needed for Agency wide support. Both positions will be primarily supervised by the Data Services Bureau (DS). DS staff work with a wide range of data to generate spatial layers, cartographic and analytical products to support specific management needs of agency staff. All DS staff have backgrounds in natural resource management, technological training and a desire to leverage those skills to fulfill the mission of FWP. Data Services is looking for Interns to assist GIS staff in supporting FWP's GIS program with specific tasks related to providing spatial data needs to a variety of FWP Divisions and programs. The successful applicants will have the opportunity to perform data and GIS layer creation/maintenance, analyses, and map production. As well, the incumbents will learn about the infrastructure FWP uses to meet staff and public needs through both desktop and web-based mapping resources.

Responsibilities include:

- Data entry within tabular and spatial (GIS) systems
- GIS layer creation and editing (biological, management, landscape, and infrastructure layers)

- Acquisition and conversion of data within MT and surrounding states
- Creation of custom map products for user requests
- Use of GIS tool automation techniques
- Prepare metadata and other documentation

Learning Objectives:

- Increase knowledge and skill in using GIS software
- analytical skills to solve problems using the GIS suite of tools
- Know how to find information and identify essential information, and validate the information
- Use and develop computer programs to solve problems.
- Acquire hands on experience using GIS with natural resources information

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Education:

- Completion of two (2) years of college and current enrollment in a college program leading to a Baccalaureate Degree or higher in Biology, Ecology, geography other Natural Resources related field or GIS
- Working knowledge of ArcGIS 10x software and database management is required
- Proficient in Microsoft Word, Excel and Access
- Excellent oral and written communication skills and independent work skills is highly desired

Licensure and/or Certification:

- Valid Driver's License at the time of application.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Please submit resume, cover letter explaining applicable skills and GIS experience, at least three references and which position you are applying for (Wildlife, Agency wide or either) to:

Dawn Anderson
Montana Fish, Wildlife and Parks
Attn: Data Services - MSL
PO Box 200701
Helena, MT 59620-0701

Or send an email with attachments to: dawanderson@mt.gov with the subject line: *Intern Application*

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Intern will be expected to obtain their own housing in Helena. All work materials (computer, workspace, etc.) will be provided. If travel is necessary a State vehicle, meals and lodging will be provided as appropriate within Department policy.